



## Human Resources

DATE POSTED: September 7, 2005

REQ. # 05-199

NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 09-07-2005 TO 09-13-2005,  
but will remain open until filled.

DEPARTMENT/DIVISION
COMMUNITY SERVICES

POSITION AVAILABLE
HOUSING SPECIALIST

# OF OPENINGS
1

STARTING SALARY
\$14.36 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 720**  
**PAY GRADE 16**  
**SALARY: \$14.36 - \$22.07**  
**HOUSING SPECIALIST**

**MAJOR FUNCTION:** Technical and administrative support functions which include knowledge of State Housing Initiative Partnership (SHIP), Community Services Block Grant (CSBG), Community Development Block Grant (CDBG) and other grant programs' rules and regulations.

**ESSENTIAL JOB FUNCTIONS:** Ability to work independently and with a minimal amount of supervision in the application process of grant recipients. Ability to converse with applicants and lenders in a professional manner. Performs duties of a staff assistant by participating directly in the work of the individual(s) supported. Secures details of specialized information, coordinating office work and providing information regarding the services and operation of the program. Prepares forms and processes correspondence pertinent to the housing programs. Establishes and maintains specialized office files. Keeps files of letters, reports and technical materials associated with applications for housing related assistance in the prescribed manner. Assembles and disseminates information. Keeps appointment calendar and schedules appointments for grant recipients. Receives, screens calls and refers callers to other employees or agencies as appropriate. Takes notes and minutes of housing related meetings and functions as required. Assists in the preparation and maintenance of records pertinent to the grant programs. Assists the Coordinator in the preparation of reports such as Annual, Quarterly and Final Closeout Reports. Performs any other duties as required by the Ship Coordinator and the Department Director. Acts as receptionist for the Division in the absence of the Receptionist.

**RESPONSIBILITIES:** Responds to questions regarding the SHIP, CSBG, CDBG and other Federal and State grant programs as necessary. Assists recipients of down payment/closing cost and repair/rehabilitation programs when requesting information. Makes notes of conversations or action taken on the Contact log. Works with SHIP Coordinator to determine what and when documents are to be sent. Mails closing documents to underwriting departments and title companies for the down payment assistance program.. Keeps records of the dissemination of documents. Knowledge of Work Perfect, Word, Excel, Quattro Pro or similar work processing software. Ability to merge pre-written correspondence. Prepares and distributes approved applications to the appropriate lenders. Maintains, department filing system, including but not limited to SHIP, CSBG and CDBG correspondence, memorandum individual grant requests and applications. Answers and returns calls, ensuring that all constituents are handles in a prompt and efficient manner. Conducts SHIP information seminars and workshops. Attends meetings with and in the absence of the SHIP Coordinator. Processes and maintains applications in compliance with State and Federal guidelines. Assists in the preparation of grant applications and related correspondence.

**WORK HAZARDS:** Use of computer equipment monitors which may have an effect on vision.

**EDUCATION:** A four year degree in Business, or related field, from an accredited college or university is preferred. A comparable amount of training and/or experience may be substituted for the minimal education qualifications based on two years of experience for one year of education.

**LICENSE, CERTIFICATION, OR REGISTRATION:** A valid driver's license is required and a clean driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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